



NATIVE AMERICAN LANGUAGE RESOURCE CENTER

Summer Series: How to Create an Immersion School
Operations for Success

<https://oese.ed.gov/offices/office-of-indian-education/>



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Presenters



Kaci Morgan
OIE Technical
Assistance Coach



Olani Lilly
OIE Technical
Assistance Coach

Agenda



NALRC Summer Series Overview

What Are School Operations?

Operations Considerations

Questions and What's Next



NALRC Summer Series Overview





NALRC Summer Series: How to Create an Immersion School

Live Webinars



Podcasts



Blog Posts



Tools



Session Objectives



Identify key operational areas and considerations.



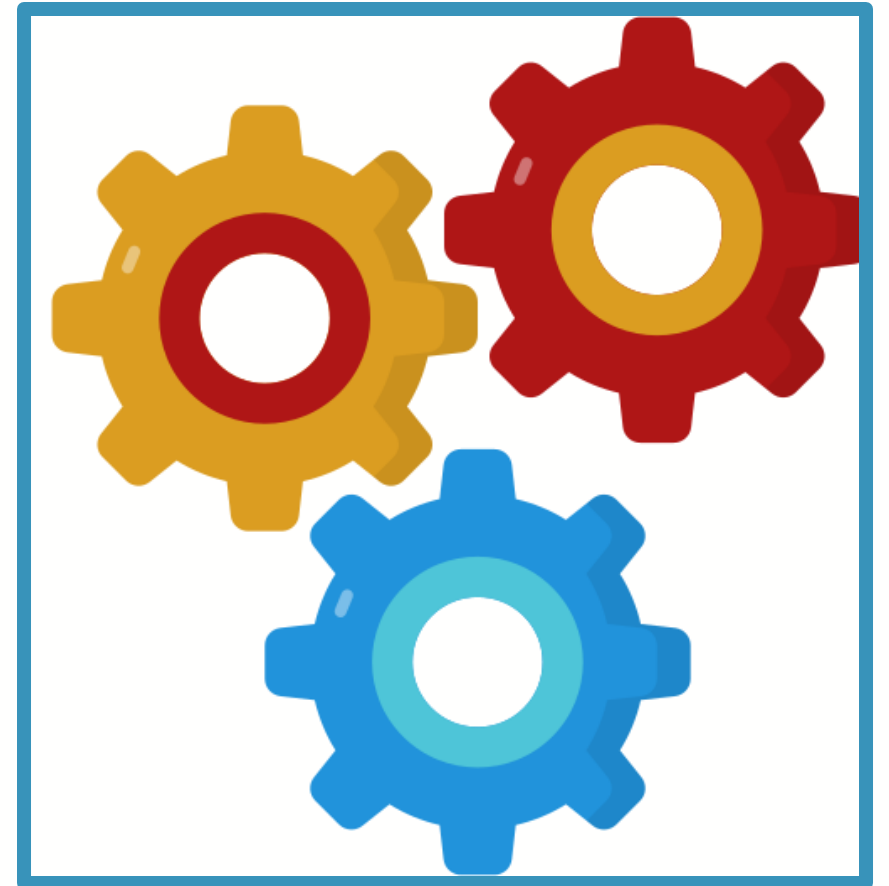
Understand how to develop viable school operations that meet the needs and goals of your school.



What Are School Operations?

Operations

- Ensure a safe, healthy, and supportive learning environment for students and staff.
- Create excellent experiences for students, staff, and parents.
- Create and maintain a strong school culture.



Operations Considerations



Decision-Making Process

Identify
Need

Determine
Your Goal

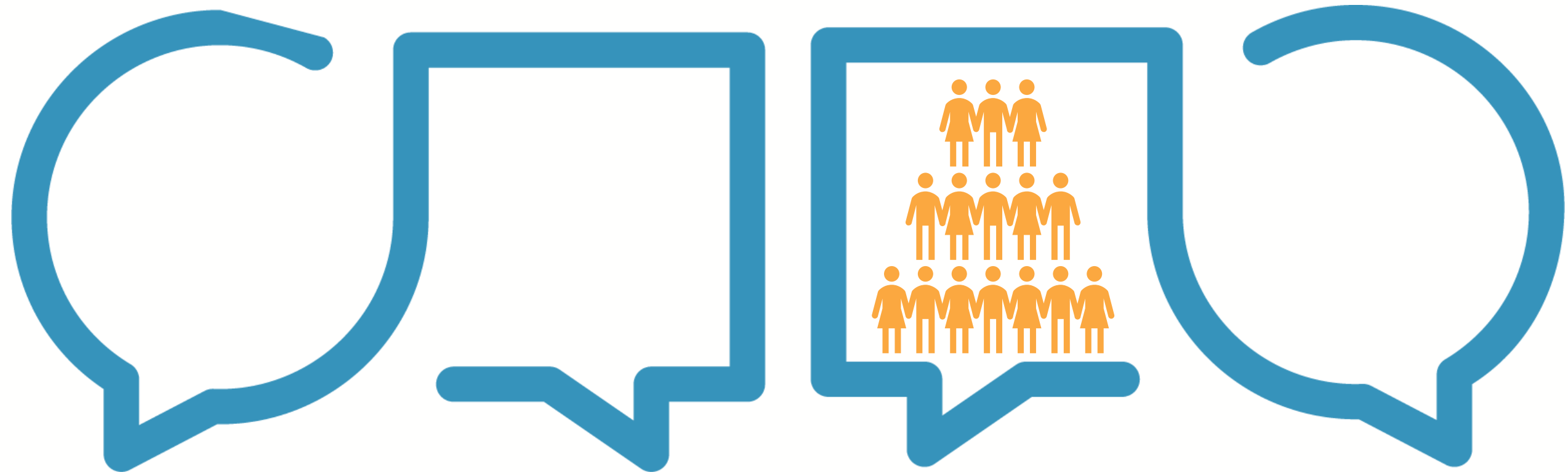
Brainstorm
Options

Research
Most Viable
Options

Make
Decisions

Create Plan
of Action

Student Enrollment Plan





Setting Your Enrollment Goal

- How many families in the area are interested in Native language immersion education? How many existing options do they have?
- What changes are happening in the local community (new schools opening, existing schools expanding or closing, planned housing developments)?
- What makes your school stand out from the rest?

Enrollment Goal Examples

- Increase the number of students with some level of previous Yup'ik education/exposure enrolled in the Yup'ik language program.
- Enroll at least 10 students in both preschool and kindergarten by the first day of school.





Enrollment Planning

Enrollment Need	Enrollment Brainstorm Options	Supportive Operational Tasks
Year 1 Enrollment Goal: 40 pre-K-K students	<ul style="list-style-type: none">Recruit from other immersion schools with current waiting list.Develop partnerships with local childcare providers (organizations and at-home).	<ul style="list-style-type: none">Create recruitment, application, admission, and enrollment processes.Develop student count method.Develop marketing plan.
Year 2 Enrollment Goal: 60 pre-K-1 students		
Year 3 Enrollment Goal: 80 pre-K-2 students		
Staffing to Support Enrollment: 6 teachers	<ul style="list-style-type: none">Develop partnerships with tribal colleges and universities.Develop partnerships with cultural and language organizations.	<ul style="list-style-type: none">Create job descriptions.



Your Turn

Enrollment Need	Enrollment Brainstorm Options	Supportive Operational Tasks



Enrollment Planning

Enrollment Need	Enrollment Brainstorm Options	Supportive Operational Tasks	Selected Options and Tasks	Action Steps
Year 1 Enrollment Goal: 40 preK - K students	<ul style="list-style-type: none">Recruit from other immersion schools with a current waiting list.Develop partnerships with local childcare providers (organizations and at-home).	<ul style="list-style-type: none">Create recruitment, application, admission, and enrollment processes.Develop student count method.Develop marketing plan.	<ul style="list-style-type: none">Develop partnerships with local childcare providers (organizations and at-home).	<ul style="list-style-type: none">October: Make initial contact with all licensed childcare providers in the county.November: Provide recruitment materials to all childcare providers.
Year 2 Enrollment Goal: 60 pre-K-1 students			<ul style="list-style-type: none">Create recruitment, application, admission, and enrollment processDevelop student count method	<ul style="list-style-type: none">12/15: Develop online application form.1/24: Conduct program orientation.1/24: Open online application.
Year 3 Enrollment Goal: 80 pre-K-2 students				
Staffing to Support Enrollment: 6 teachers	<ul style="list-style-type: none">Develop partnerships with tribal colleges and universities (TCUs).Develop partnerships with cultural and language organizations.	<ul style="list-style-type: none">Create job descriptions	<ul style="list-style-type: none">Develop partnerships with TCUs.Develop partnerships with cultural and language organizations.	<ul style="list-style-type: none">October: Make initial contact with 3 local TCUs and 1 local university teaching program.1/24: Invite potential teachers to program orientation.



Your Turn

Enrollment Need	Enrollment Brainstorm Options	Supportive Operational Tasks	Selected Options and Tasks	Action Steps

Facilities





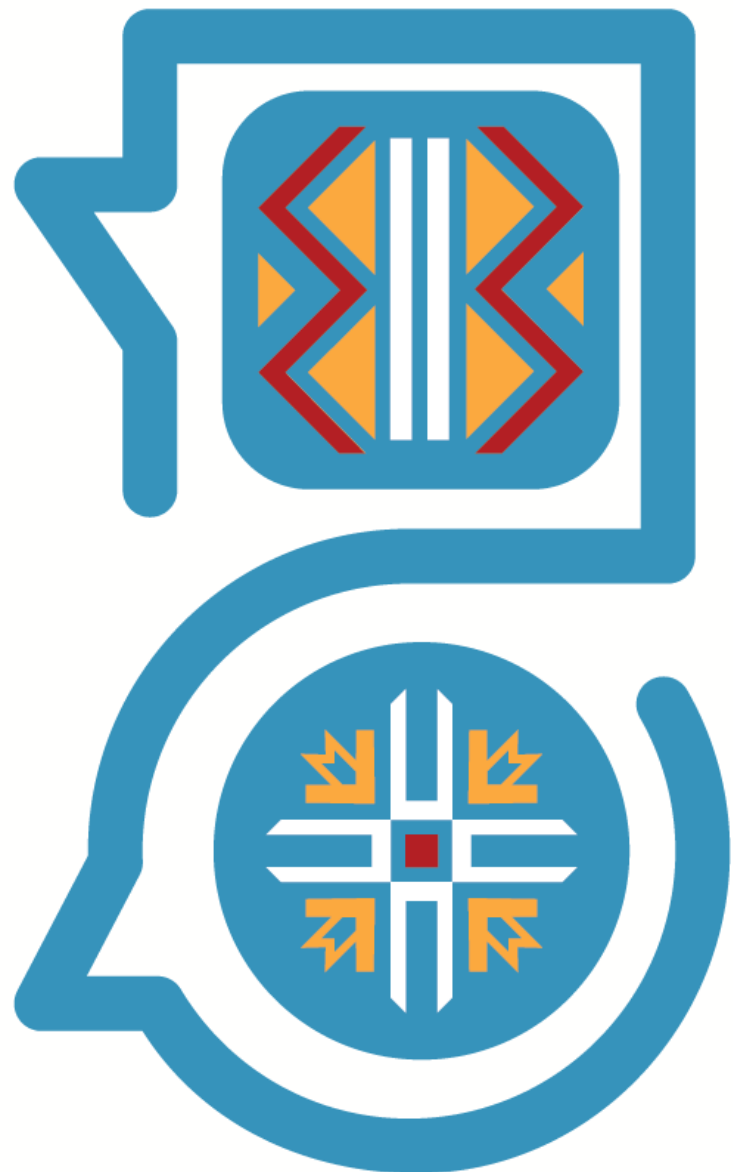
What Are Your Facility Needs?

- What is its purpose?
- What should it look like?
- What should it feel like?
- What features are a necessity? What features would be exciting possibilities?
- How does it support our school's mission?

Facility Goal Examples

- Provide an exceptional learning environment that gives students, families, and staff a strong sense of school and community pride.
- Ensure school facilities create a sense of belonging and reflect the Native culture.

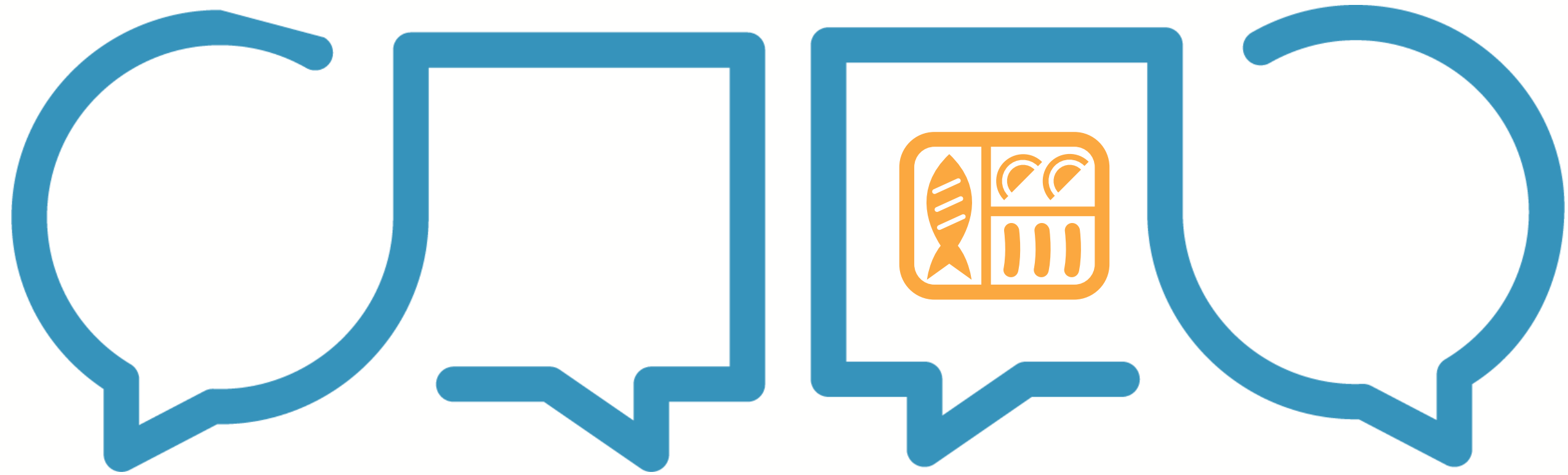




Let's Discuss!

- What facilities challenges or questions have you encountered?
- What would your ideal facilities entail?

Food Service





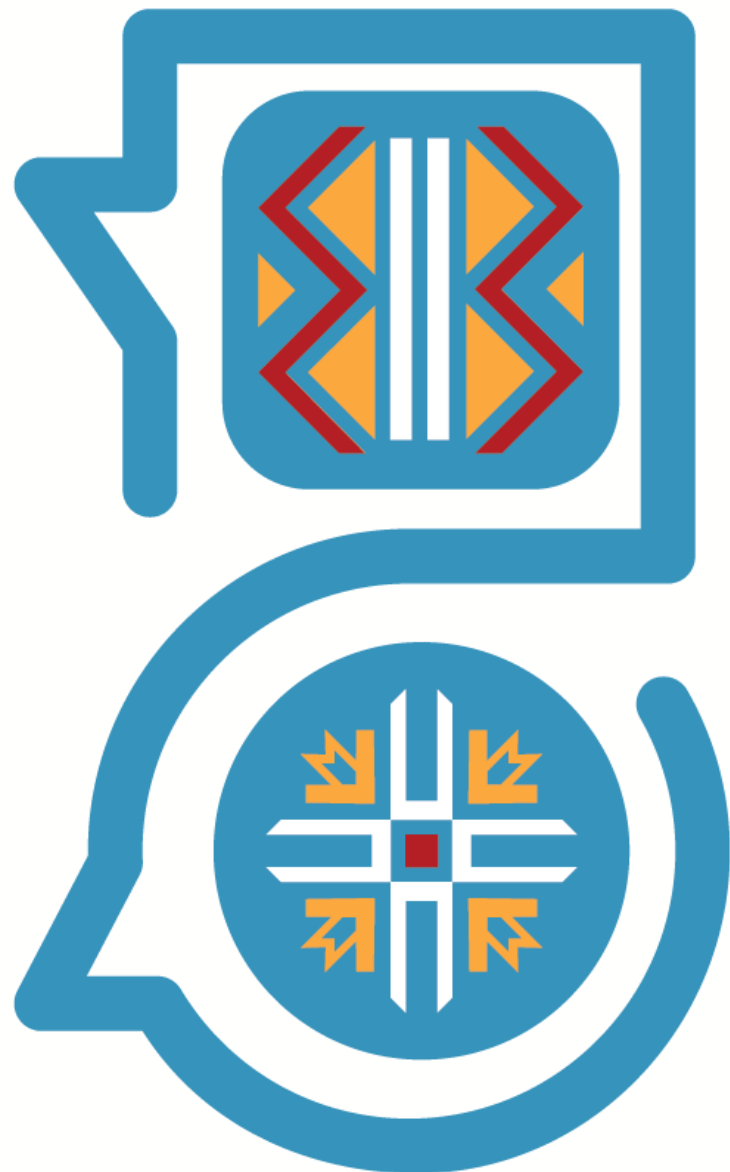
What Are Your Food Service Needs?

- What is the purpose?
- How does it support our school's mission?
- What food services are a necessity for your school?
- What other food services would you like to add if possible?
- Ideally, what types of foods would be provided through food services?



Food Service Goal Examples

- Improve the health of our students by providing delicious and nutritious foods three times a day for the full calendar year.
- Provide students with healthy seasonal meals eaten communally using as many Native food sources and products as possible.



Let's Discuss!

- What food services challenges or questions have you encountered?
- What would your ideal food service entail?

Transportation





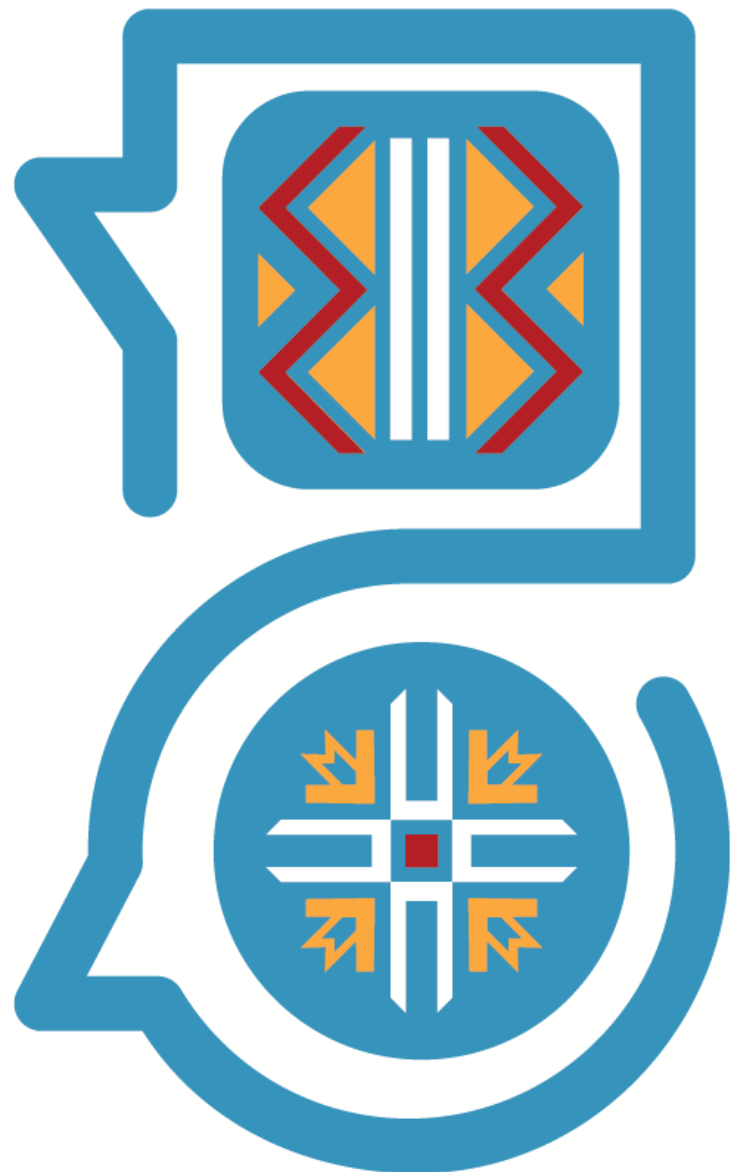
What Are Your Transportation Needs?

- What is the purpose?
- How does it support our school's mission?
- Approximately how many students will need to be transported and across what distance will they need to be transported?
- What will transportation look like?
- How will students feel being transported?

Transportation Goal Examples

- Providing safe and courteous transportation to and from school to students determined most in need of transportation services.
- Provide safe, sustainable, professional, timely, and cost-effective transportation services to all students.

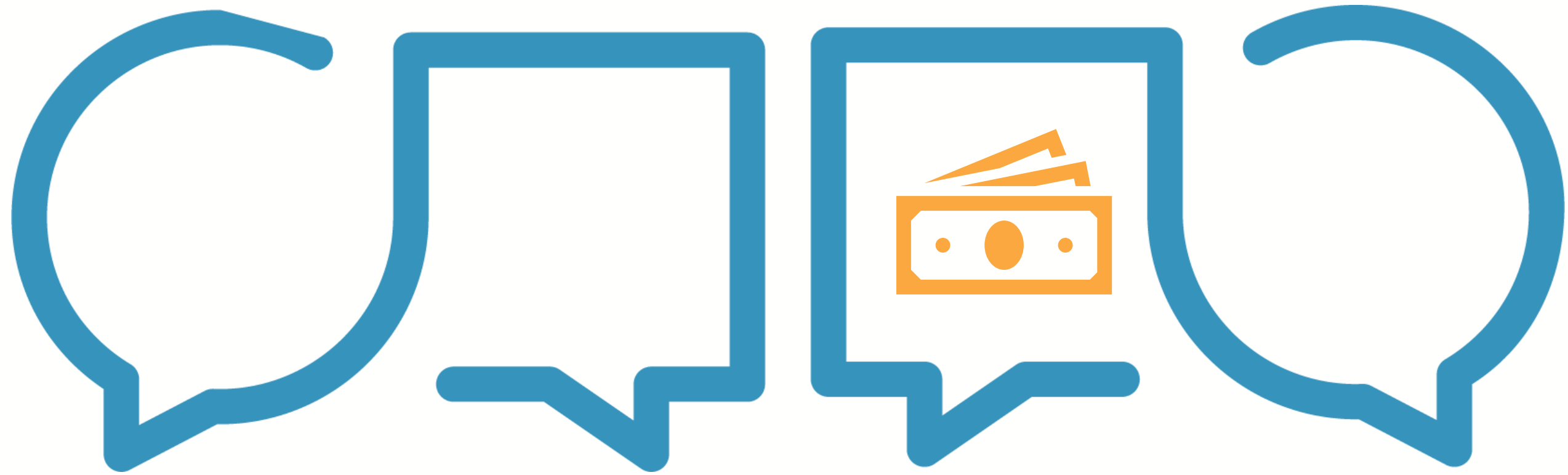




Let's Discuss!

- What transportation challenges or questions have you encountered?
- What would your ideal transportation entail?

Financial Management





What Are Your Financial Management Needs?

- What is the purpose?
- How does it support our school's mission?
- What financial management tasks will need to be provided?
- How many and what type of staff will need to be involved in financial management?
- What requirements (from state, accreditation, etc.) must be met related to financial management?
- What entity will be the official fiscal agent of the school?

Financial Goal Examples

- Our budget will be sound, sustainable, diversified and support a rigorous learning community.
- A financial team and full budget plan will be in place at least six months prior to the first day of school.



Budget Tool

Enrollment and Staffing Page

Ongoing Budget Totals	Plng Yr	Year 1	Year 2	Year 3	Year 4	Year 5
Estimated Income	\$ 40,000	\$ 1,814,791	\$ 2,378,898	\$ 3,318,028	\$ 4,102,991	\$ 4,912,383
Estimated Expense	\$ 35,759	\$ 1,802,048	\$ 2,271,834	\$ 2,922,326	\$ 3,601,349	\$ 4,183,124
Net Revenue	\$ 4,241	\$ 12,743	\$ 107,064	\$ 395,701	\$ 501,643	\$ 729,259
Cash Balance	\$ 4,241	\$ 16,985	\$ 124,049	\$ 519,750	\$ 1,021,393	\$ 1,750,652

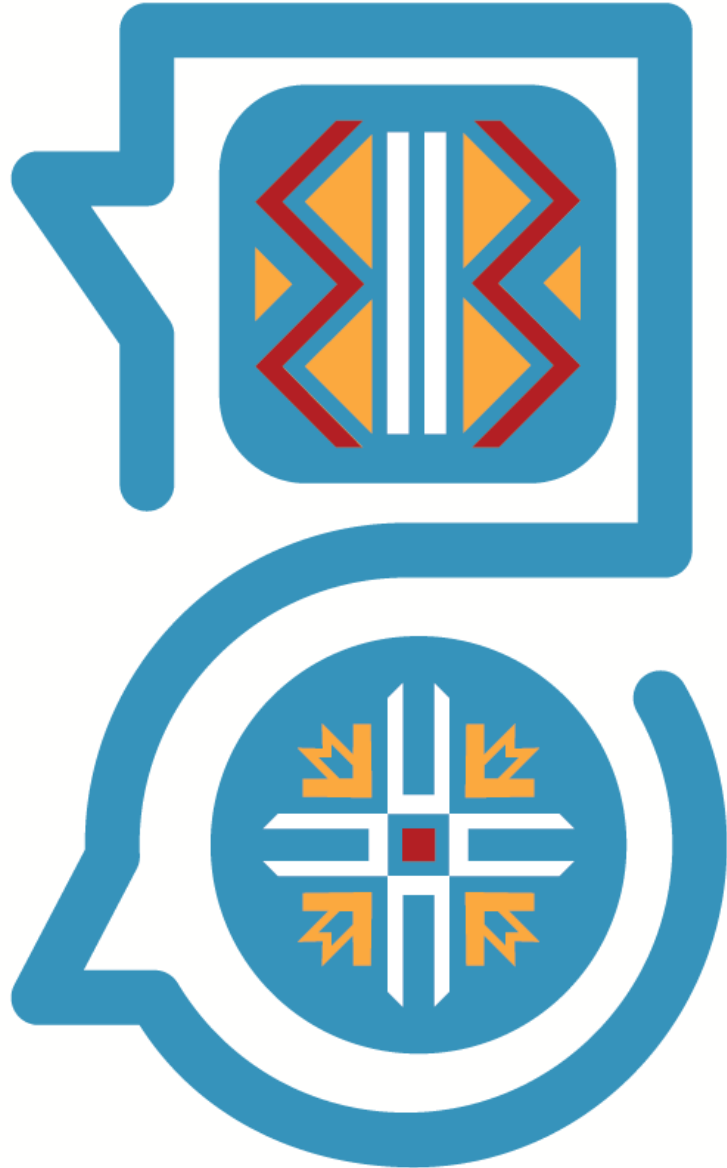
Enrollment Estimates

Use Classes or Students	1 - Number of Classes	One of the primary decicions you need to make is how many students you will have. Below you can enter the number of classes or studnets you anticipate having each year. Select whether you are using number of classes or students before changing the information below.
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	Students Per Class
Kindergarten	18
1st Grade	18
2nd Grade	18
3rd Grade	18
4th Grade	22
5th Grade	22
6th Grade	22
7th Grade	22
8th Grade	22
9th Grade	25
10th Grade	25
11th Grade	25
12th Grade	25

Number of Classes Per Grade Level				
Year 1	Year 2	Year 3	Year 4	Year 5
4	4	5	5	5
3	4	4	5	5
3	3	4	4	5
2	3	3	4	4
1	2	3	3	4
0	1	2	3	3
0	0	1	2	3
0	0	0	1	2
0	0	0	0	1
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0

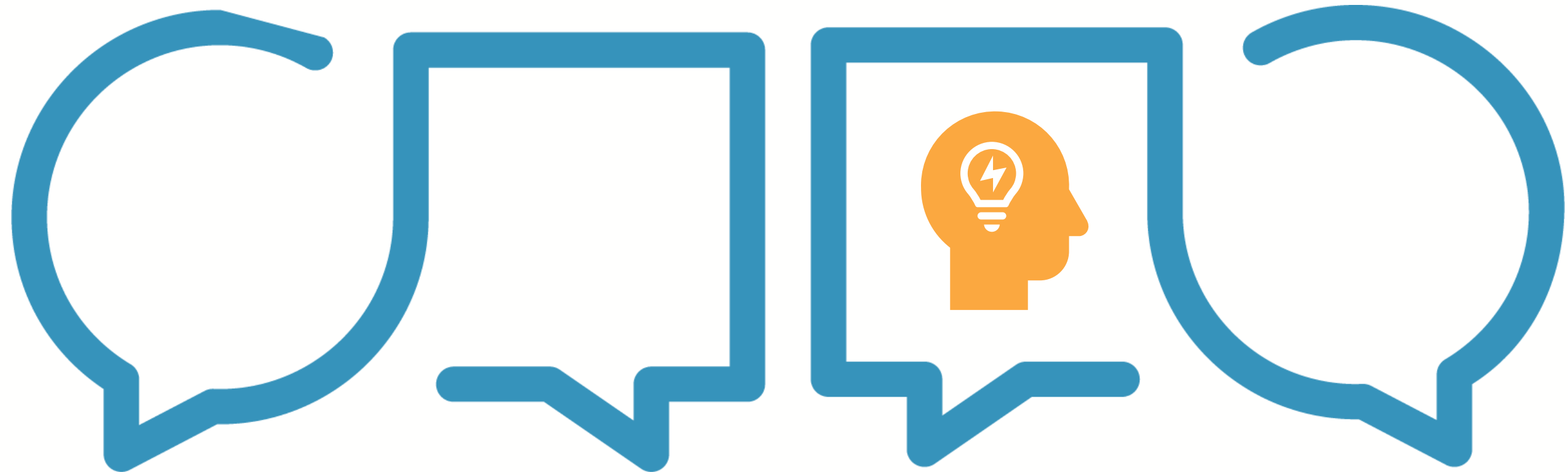
Percentage of seats full	95.0%	In order to budget conservatively, enter the percentage of your total possible enrollment you think is realistic. For example, if you enter 95%, for a class of 22 students, the calculator will assume that the class will actually have about 21 students when it calculates your estimated income. It is better to under-estimate how many students you will have than over estimate, so be sure to leave some room for error.
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Let's Discuss!

- What financial management challenges or questions have you encountered?
- What would your ideal financial management plan entail?

Human Resources





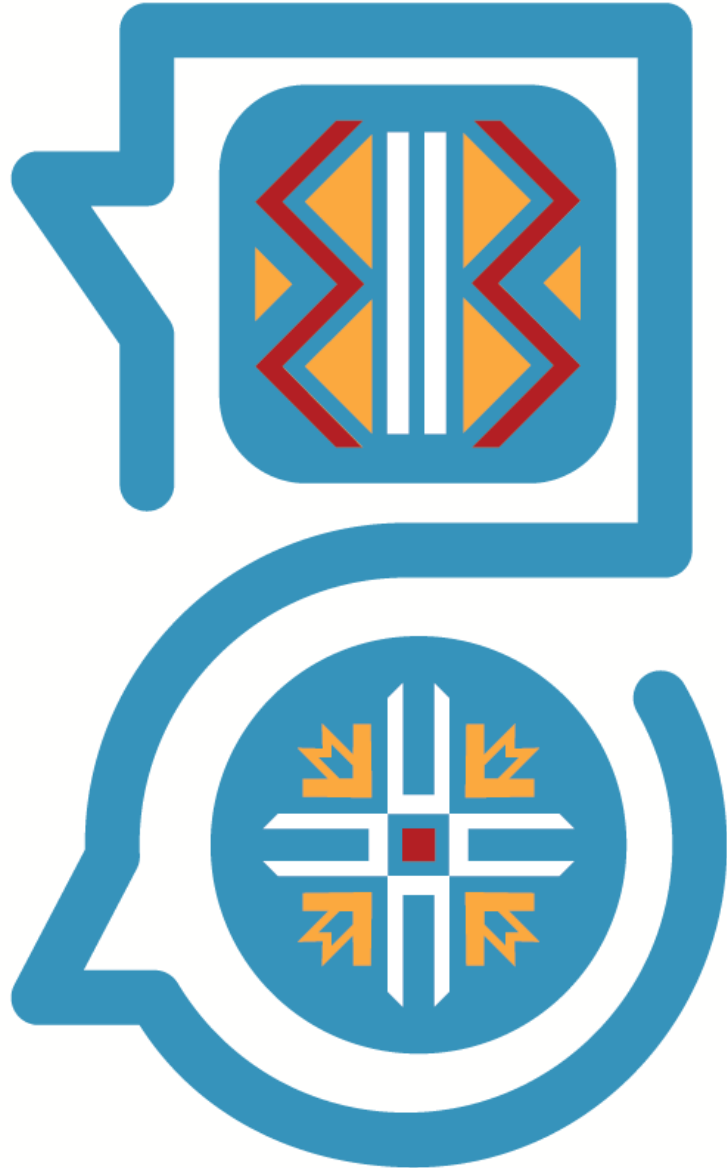
What Are Your Human Resources Needs?

- What is the purpose?
- How does it support our school's mission?
- Based on your projected enrollment, how many instructional staff will you need? How many support staff?
- What other staff roles will you need?
- What requirements (from state, accreditation, etc.) must be met related to human resources?



Human Resources Goal Examples

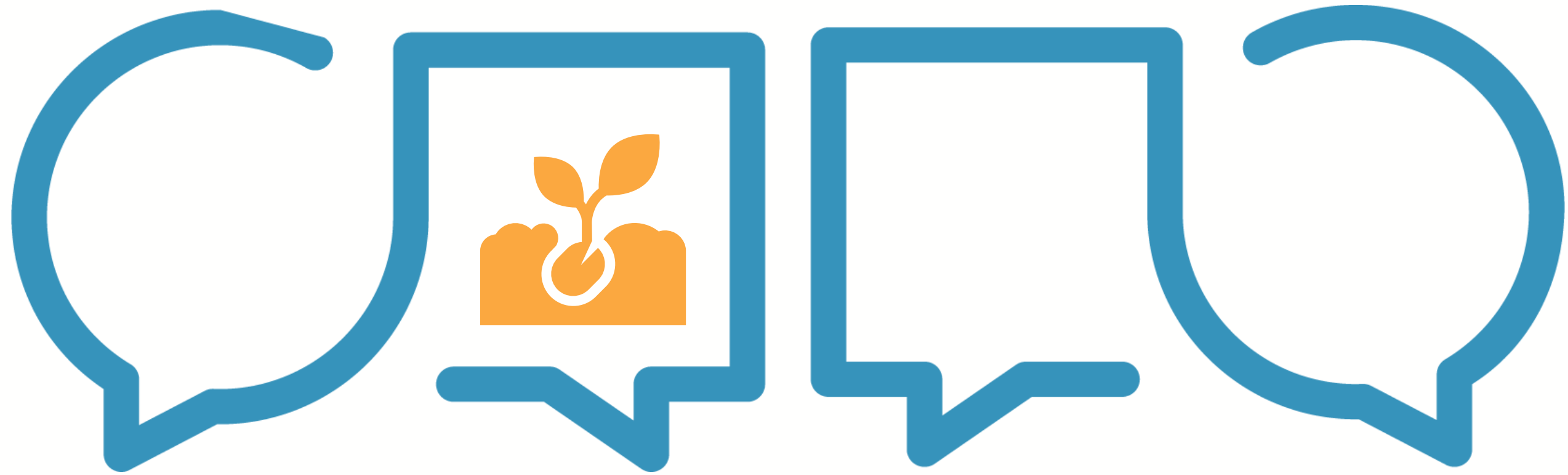
- Our school will employ highly qualified, Native language proficient instructional and support staff.
- All classrooms will be adequately staffed by the first day of school.



Let's Discuss!

- What human resources challenges or questions have you encountered?
- What would your ideal staffing plan entail?

Professional Development





What Are Your Professional Development Needs?

- What is the purpose?
- How does it support our school's mission?
- What are the skills/training that staff must have to be successful?
- What are the skills/training that would be ideal for staff to have?
- What are the professional development requirements for the state, accreditation, etc.?
- What will it look like?
- How will our staff feel about their professional development?



Professional Development Goal Examples

- Strengthen and empower educators to plan and deliver engaging instruction, increase Native language skills, and help students develop agency over their learning.
- Teachers will partner with families and students to increase Native language knowledge and support academic success.



Professional Development Planning

Section A

Once you have your professional development goal for the year, the chart in Section A should be completed during individual meetings between the supervisor or instructional coach and each teacher.

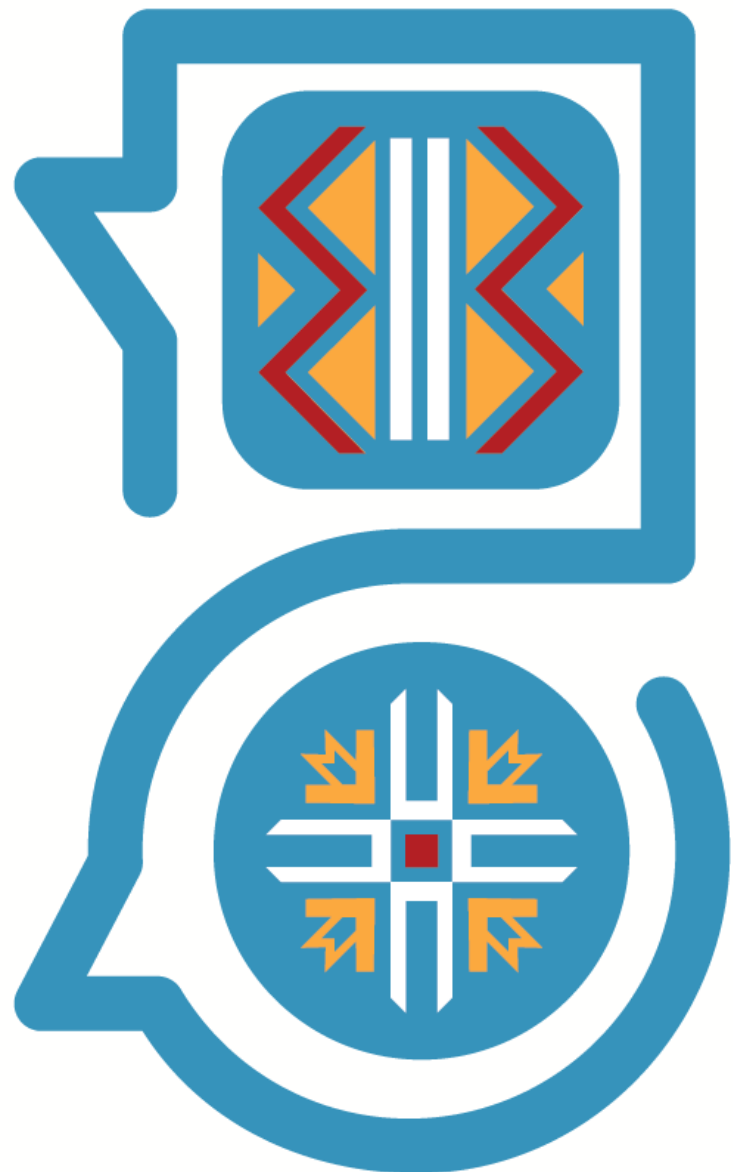
Teacher	Content(s)	Knowledge/Skills Required	Have	Need
Name of faculty member	Content(s) responsible for teaching	What key knowledge and skills are required for success in their position?	Which key knowledge and skills does this person already have?	Which key knowledge and skills does this person need?
Ex. Ms. XYZ	<i>Language Arts</i>	<i>Knowledge of Native language, lesson planning, data analysis, social emotional learning, reading intervention</i>	<i>Lesson planning, data analysis, reading intervention</i>	<i>Knowledge of Native language, social emotional learning</i>

Professional Development Needs and Options

Shared Staff Needs (Badges)	Resources
Based on the information in Section A, what are the three highest-priority knowledge and skill needs shared by your staff? (E.g., 80 percent of staff need to learn how to create effective lesson plans, or 60 percent of staff need to develop in the Native language.)	What resources does your school or community have that could support training in the high-need areas? Consider other staff members' strengths, knowledge and skills in the community, Tribal resources, partners' resources, and online resources.
Knowledge of grammar and vocabulary in the Native language	<ul style="list-style-type: none">- Online courses through the Tribal college- Fluent elders- 7,000 Languages
Fostering student agency	<ul style="list-style-type: none">- Modern Classroom resources- Ms. XYZ (strong in this area)- Our school values – how can we tie these into structures like morning meetings to reinforce student ownership?



Professional Learning Schedule				
Topic	Date	Time	Who Participates	Who Facilitates



Let's Discuss!

- What professional development challenges or questions have you encountered?
- What would your ideal professional development entail?

Questions



Next Up in the NALRC Summer Series

There are no more live sessions but continue to check the website for our upcoming podcasts, blogs, and tools!

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Stay in Touch!



NALRC Resource Submission

Submit resource suggestions to <https://form.jotform.com/223523928713054>



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NALRC@seiservices.com



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Email your name and email address with the subject line "OIE Newsletter" to OIE@seiservices.com



OIE Listserv

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